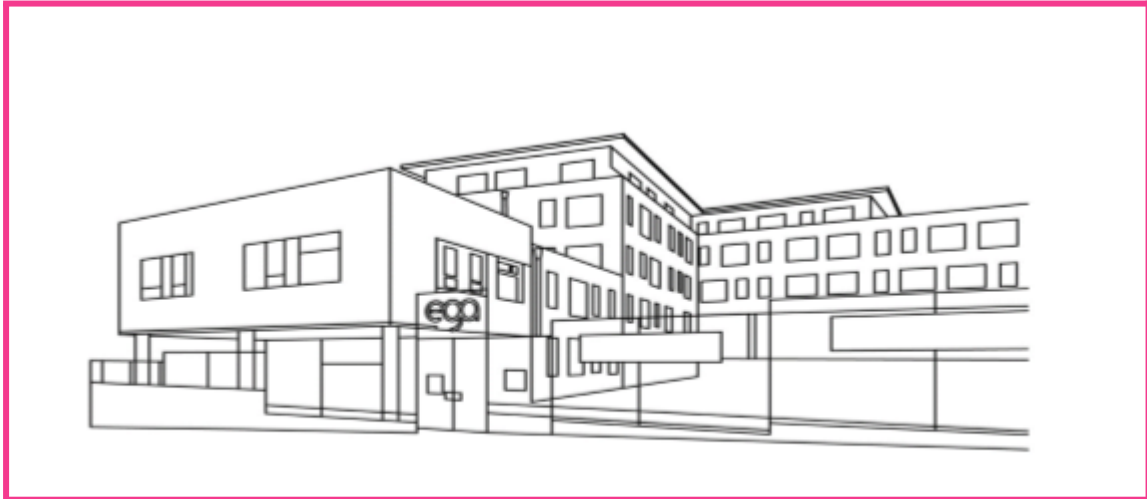




Believe Without Limits



Head Chef



Believe Without Limits

“EGA - a school without limits”

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.

Our longstanding commitment to excellence is demonstrated by our fourth consecutive Outstanding Ofsted inspection in January 2025.





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Headteacher's Message



Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in North London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools as well as with partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley
Headteacher



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Why work at EGA?

At EGA, we don't believe in limits. We are looking for a friendly, organised and professional receptionist who will provide a warm welcome to students, families, staff and visitors. As a valued member of our support staff team, you will benefit from a culture that prioritises professional longevity and personal wellbeing. We offer a comprehensive suite of benefits designed to support your financial health, physical wellbeing and work-life balance.

Workload & Well-being

- Workload & Well-being Charter: Our commitment to you is underpinned by a formal charter, agreed upon with staff and informed by an annual survey.
- Employee Assistance Programme: 24/7 access to free, confidential, and independent support, including 1-to-1 counselling sessions.
- Occupational Health: Direct access to specialist practitioners to promote and maintain your health and well-being at work.

Financial Support & Remuneration

- Inner London Pay: We offer competitive Inner London salary weighting to reward our staff.
- Interest-Free Season Ticket Loan: Access to an interest-free loan of up to £10,000 for annual travel cards, repayable over 10 months.
- Welfare Loan: In times of genuine domestic difficulty or financial hardship, staff can request a loan of up to £1,000.
- Long Service Awards: We celebrate loyalty by rewarding staff with 20 or 25 years of continuous service in Islington or local government.

Health & Technology

- Better Gym Membership: Access to a highly competitive membership rate for all 280 GLL (Better) leisure centres nationwide, repayable over 10 months.
- CycleScheme: Purchase a bike and equipment via a tax-saving lease arrangement over 12 months
- Tech Scheme: A salary sacrifice benefit to obtain the latest technology from Currys PC World, spreading the cost over 12 months.
- Staff Laptop: All teaching staff are provided with a dedicated laptop for use on-site or at home.
- Eye Care: Free eye tests for staff who use display screen equipment for more than two hours.



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Salary Grade: SO1 Spine Point 23-25, Term-time-only plus one week

Salary Range: £41,739-£43,014

Actual Salary: £37,142-£38,936

Hours per week: 35

We are seeking a friendly, professional, organised, and enthusiastic Head Chef to join our secondary school team. The successful candidate will lead our school catering service, ensuring that pupils and staff receive nutritious and appetising meals each day.

This is an excellent opportunity for an experienced chef who enjoys working in a busy school environment, has a passion for preparing fresh and nutritious food, and takes pride in creating a positive dining experience for young people.

The successful candidate will be responsible for managing the day-to-day operation of the kitchen, leading the catering team, maintaining high standards of food safety and hygiene, and ensuring that the catering service operates efficiently and effectively.

Key Responsibilities

- Lead and manage the day-to-day running of the school kitchen and catering service.
- Create menus that meet nutritional standards and cater for dietary requirements, allergies, and special dietary needs.
- Lead, supervise, and support the catering team, promoting a positive and professional working environment.
- Ensure all food preparation and service complies with food hygiene, health and safety, allergen regulations and other food standards.
- Maintain accurate records for food temperatures, allergen management, cleaning, and food safety.
- Monitor food quality and presentation, ensuring consistently high standards.
- Maintain a clean, safe, organised, and well-managed kitchen at all times.
- Work closely with school staff to ensure an efficient and welcoming lunchtime service.
- Promote healthy eating and positive attitudes towards food among pupils.
- To effectively manage a delegated budget and work within the financial boundaries
- To produce weekly expenditure reports and any other catering-related reports as requested by SLT
- To maintain accurate stock control



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- To work with staff on planning and delivering catering for events that take place outside of the school day
- Manage catering resources effectively and work within the allocated budget.
- Ensure all kitchen equipment is used safely and maintained appropriately.
- Contribute positively to the wider school community and support the school's commitment to pupil wellbeing.
- Ensure the catering service provides a welcoming, inclusive, and enjoyable experience for all pupils and staff.

You can also visit www.egaschool.co.uk for more information about the school.

Job Description

Post title: Head Chef

Post Grade: SO1

Working hours: 7:00am to 3:00pm, Monday to Friday (inclusive of 1 hour unpaid break)

35 hours per week, term-time only plus 1 week (and possible overtime to cover out-of-hours school events if necessary)

Reporting to: School Business Manager

Responsible for: The full catering team (kitchen assistants, supporting agency staff), the dining hall and serveries, and the overall catering provision

Purpose of the post

- To lead, manage and develop the catering team at Elizabeth Garrett Anderson School, taking full operational and people management responsibility for the function.
- To lead on developing, implementing and continuously improving the culinary vision for the school, ensuring that this vision is delivered within agreed budgets and creatively uses resources to meet the needs of the school.
- To work with relevant staff on developing a food and cookery curriculum for the whole school, including food-related projects, with high aspirations for the future of food at Elizabeth Garrett Anderson School.
- To lead on innovation, menu development and compliance with the prevailing legislation governing school food.



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Safeguarding

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

Equal opportunities

Elizabeth Garrett Anderson School is an equal opportunities employer and it is expected that all staff will comply with the School's policy on equal opportunities.

Main duties

Leadership and management of the catering team

- To provide visible, day-to-day leadership of the catering team, setting clear standards, expectations and direction.
- To take full line management responsibility for all catering staff.
- To lead the recruitment, induction and onboarding of new catering staff, working with the School Business Manager and HR.
- To manage individual and team performance, including setting objectives, holding regular 1-to-1s, conducting annual appraisals, giving timely and constructive feedback, and addressing underperformance promptly and fairly in line with school policy.
- To identify training and development needs across the team, plan and deliver in-house training, and create development opportunities that support progression and retention.
- To manage day-to-day staffing, including rotas, shift patterns, breaks, holiday planning, sickness absence and return-to-work conversations, ensuring continuity of service.
- To manage conduct and capability matters in line with school policies, working with the School Business Manager and HR where formal procedures are required.
- To build a positive, inclusive and high-performing team culture, modelling the standards of professionalism, hygiene and behaviour expected of every team member.
- To lead regular team briefings and kitchen meetings to communicate priorities, share feedback from students and staff, and drive continuous improvement.
- To act as the lead point of escalation for any operational issues within the catering function.



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Food preparation, quality and standards

- To lead and work as part of a team preparing fresh, healthy food to meet the specified standards, imparting a passion for fresh, quality food.
- To prepare meals in accordance with an agreed seasonal menu cycle and to implement change in accordance with the school food standards.
- To ensure that accurate records of all legally defined allergens are in place, retained and available for customers to view if required.
- To understand the needs of students with special dietary requirements and ensure they are catered for.
- To work to deadlines to ensure meals are served promptly.
- To ensure theme meals are presented and served in an attractive way.
- To ensure that all work is carried out hygienically, safely and in a timely manner, within the prevailing legislative framework.
- To promote school lunches through taster days, parent events, newsletters, theme days and other engagement activities.
- To support the school's emphasis on students' health and wellbeing, leading and supporting projects such as growing food on site and food recycling.

Budget management

- To be responsible for managing the day-to-day income and expenditure of the school food provision, including managing food and staff overtime costs in line with sales income and to agreed levels.
- To be responsible for ensuring maximum uptake of school food, using innovation, promotions and engagement with staff and students to grow sales year on year.
- To ensure all items sold have been costed accurately, and all purchases of food and sundry items are made at the best available rate, in line with budget restrictions.
- To work with the School Business Manager and lead on income generation, including third-party hire, functions and fundraising dinners.
- To ensure efficiency and value for money are obtained at all times.
- To report any concerns with income or expenditure promptly to the School Business Manager.



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Administration

- To oversee all administrative tasks associated with the catering function, including ordering food and sundries, costing recipes, maintaining accurate records, providing reports periodically or when requested.
- To monitor, control and reduce waste, working with the other staff members and student representatives wherever possible.
- To conduct stock takes on a monthly basis and on request.
- To report on complaints or incidents to the School Business Manager and take appropriate corrective action.

Health and safety

- To have overall responsibility for ensuring that policies and procedures relating to health and safety and food hygiene are understood by all catering staff and adhered to at all times.
- To ensure all kitchen equipment is maintained in good condition and that any faults are reported to the School Business Manager in a timely manner.
- To ensure that the prevailing legislation with regards to all matters involving food safety and hygiene is adhered to, including but not limited to the Food Safety Act 1990 and Food Information Regulations 2014, and as amended from time to time.
- To carry out and document risk assessments for the kitchen environment and review them regularly.

Conduct

- To be familiar with all relevant school policies, rules and procedures and any changes to these.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with students in a polite, professional and friendly manner at all times, seeking guidance where necessary from the School Business Manager.

This job description is only a summary and cannot encompass every task.

All employees are expected to undertake other responsibilities as directed by their line manager.



Head Chef Person Specification

Qualifications

1. Level 3 award in Supervising Food Safety in Catering (or equivalent), or willingness to achieve within an agreed timeframe.
2. NVQ Level 3 (or equivalent) in Professional Cookery or Food Preparation and Cooking.
3. A recognised supervisory or management qualification (for example ILM Level 3 or above) is desirable.

Experience

4. Significant experience working as a chef in a busy professional kitchen, including experience at Sous Chef or Head Chef level.
5. Proven experience of leading and managing a kitchen team, including allocating work, supervising performance and developing staff.
6. Experience of managing performance, including conducting appraisals, giving feedback and addressing underperformance.
7. Experience of managing rotas, holiday and absence within a catering team.
8. Experience of recruiting, inducting and training catering staff.
9. Experience of managing a catering budget, including controlling food costs, staff costs and stock.
10. Experience of menu planning and development, ideally including seasonal menus and allergen management.
11. Experience of working in a school, college or comparable setting catering for children or young people is desirable.

Knowledge

12. Strong knowledge of food preparation methods, including balancing meals, portion control, stock rotation and ordering.
13. Strong knowledge of baking and the ability to cook to a high standard across multiple disciplines.
14. Detailed knowledge of food safety, hygiene and allergen legislation, including the Food Safety Act 1990 and Food Information Regulations 2014.
15. Knowledge of the school food standards and the nutritional needs of children and young people.
16. Awareness of safeguarding responsibilities in a school setting.
17. Understanding of employment practices relevant to managing a team, including absence, conduct and capability.



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Skills

18. Strong leadership skills, with the ability to motivate, develop and hold a team to account.
19. Ability to manage performance constructively, including having difficult conversations when required.
20. Ability to plan, organise and prioritise the work of a team in a busy, time-pressured environment.
21. Ability to read, interpret and implement legislation and policies, including health and safety and food hygiene regulations.
22. Ability to create and implement interesting, healthy and cost-effective menus.
23. Strong budget and cost-control skills, with the ability to interpret financial information and act on it.
24. Ability to plan and run cooking classes and share knowledge and skills with students and staff.
25. Ability to encourage children to choose a balanced meal.
26. Strong communication skills, with the ability to work effectively with kitchen colleagues, school staff, pupils, parents and suppliers.
27. Ability to use and clean machinery and light equipment safely.
28. Commitment to the school's and Council's equalities policies.
29. High standard of personal hygiene and presentation.
30. Ability to work effectively in a busy and demanding environment.
31. Commitment to safeguarding and promoting the welfare of children and young people.

*Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. **This position is subject to enhanced Disclosure and Barring Service clearance.***



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Selection Process and additional information

Recruitment timeline

Closing Date: Monday 5th October 2026 at 9am

Interviews: Thursday 8th October 2026

Safeguarding

EGA operates in line with **KCSiE 2026** safer recruitment practices. Please expect high levels of scrutiny, including enhanced DBS checks and thorough reference verification. The school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children.

Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Please follow link for our school safeguarding policy

<https://www.egaschool.co.uk/258/policies>

Recruitment Process

Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend the first day of tasks. Details will be made available when selected.

School Visits

School visits in advance of application are highly recommended and can be requested by emailing admin@egas.org.uk

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing admin@egas.org.uk



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References

We will obtain references from your referees if you are successful for the interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Please use AI with caution as we need to hear your views and opinions.*



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